



LOCAL EXCHANGE AMBASSADORS

What is Local Exchange?

This ambitious and long-term programme sees the theatre take up residency in communities across Greater Manchester, build upon existing partnerships, develop new connections and bring together people, places and artists to cement long-lasting relationships with our neighbouring communities.

Each year the Royal Exchange Theatre (RET) will begin a new three-year residency developing close relationships with local partners such as housing associations, libraries, foodbanks, and arts organisations to find out what's happening on the ground in each area. Alongside these initial partnerships we'll also recruit a group of local **ambassadors**, people who are passionate about the place they live in and excited by everything that arts and culture have to offer. Together with professional artists and the team at the Royal Exchange we will develop projects, workshops, performances and events that are tailor-made for you and your communities.

There will also be lots of training opportunities, the chance to develop new skills, meet new people and create a festival of arts and culture within the new pop up in-the-round theatre the Den.

What does an Ambassador do?

As an ambassador you will be part of a team of residents from your area, that are not just passionate about the arts, but passionate about the sustainability of local culture and community wellbeing. This group of ambassadors will work closely with RET staff, artists and directors to shape the projects that happen in your area across the residency. You do not need to have any experience or knowledge of theatre.

Ambassador role and responsibility

- Act as a spokesperson for the future of arts and culture in your community.
- Promote the work of Local Exchange and RET within your community and local networks
- Invite and engage new people with activities and performances in your community and at RET
- Work as a team to make decisions about priorities and activities delivered as part of Local Exchange

What we expect from you

- To attend 75% of meetings across a year (8 out of 12)
- To attend performances at RET and the Den
- To communicate with the group chairs and RET staff via the decided means of communication (e.g. emails, WhatsApp groups etc) and to always inform if you cannot attend a meeting.
- To uphold the values of RET and ensure all sessions are a safe space and inclusive for everyone to participate
- To give free tickets for RET shows to new bookers within your community following the guidelines

What you can expect from us

- Staff support and resources to co-create a programme of activities and performances in your community
- An open and responsive dialogue including regular evaluations and opportunities for feedback
- Clear expectations and explanations on decision making made by the theatre
- To create a monthly newsletter to keep you informed about dates, opportunities and news from RET and the Local Exchange areas
- To be at every ambassador meeting and offer a monthly 1:1s
- To invite Ambassadors to all main house performances and other opportunities at the theatre
- To provide 8 free tickets for main house productions to give to the community however there may be some restrictions on dates and these will be made clear
- ID card which will give discount to RET shop, food and drink and access to the Green Room
- Reimburse travel expenses on provision of completed expenses form (attached) and receipts
- The construction of the Den and delivery of associated festival

We value your time, enthusiasm and skills and want to ensure your time as an Ambassador is fulfilling for you and supports the change you want to make within your community. Please discuss with your co-chairs or members of RET staff if you feel this isn't the case. Every process and group will be different, and we welcome your feedback.

If an Ambassador doesn't fulfil the expectations above we will arrange a meeting and discuss any issues and whether it is appropriate to continue as an Ambassador. Stopping as an Ambassador does not affect your relationship with RET and there will still be lots of ways to get involved.

Ambassador Co-Chairs

Ambassadors will select two individuals (one under 25 and one over 25) to act as Co-Chairs for their area. How these two individuals will be selected will be down to each group either by election, voting, nomination etc. and length of chair / rotation etc will also be decided within the group.

Co-chair role and responsibility (in addition to the above)

- Plan and Co-chair monthly Ambassador meetings in response to overall timeline and priorities of the group
- Attend monthly RET meeting to as a representative of your Ambassador group
- Act as the main point of contact between RET and the Ambassador group

What we expect from you (in addition to the above)

- To attend 75% of RET meetings across a year (8 out of 12)
- Have at least one of the co-chairs present at RET meetings

What to expect from us (in addition to the above)

- Additional support and 1:1s
- Training where required